

NRC FORM 114  
(3-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>BUDGET ANALYST</b>		ANNOUNCEMENT NUMBER <b>0049018</b>	DATES: OPENING <b>07/31/00</b>	CLOSING (Close of business) <b>O-U-F</b>	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date) <b>09/30/00</b>	
SERIES <b>0560</b>	GRADE <b>GG-11/12/13</b>	KNOWN PROMOTION POTENTIAL TO <b>13</b>	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION <b>Office of the Chief Financial Officer Division of Planning, Budget and Analysis Planning and Budget Operations Branch</b>			NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	<input type="checkbox"/> NONBARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	<input type="checkbox"/> PROBATIONARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER Gov't Wide		<input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	<input type="checkbox"/> NOT TO EXCEED
DUTY LOCATION <b>Rockville, MD</b>		TRAVEL REQUIREMENTS <b>Minimal</b>	NAME OF IMMEDIATE SUPERVISOR <b>Daryl Kade</b>			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED (3/97) PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114 (14) VACANCY ANNOUNCEMENT STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **SEE NOTE**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

PLEASE APPLY AS SOON AS POSSIBLE. SELECTING OFFICIAL MAY REQUEST CERTIFICATE OF ELIGIBLES WITHIN 16 DAYS OF OPENING DATE OF ANNOUNCEMENT.

Incumbent serves as Budget Analyst in the Planning and Budget Operations Branch. The incumbent is responsible for developing and supporting a goals-based planning and budgeting process, including assisting in the development of the agency Strategic Plan, Performance Plan, and

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

**Basic Qualifications:** Candidates must possess knowledge of the principles, practices, and processes of Federal budgeting and financial management in order to participate in budget formulation and reporting activities and to conduct analyses in support of these activities. At least one year of this experience must have been at the next lower grade level or equivalent.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge of the Government Performance and Results Act.

(EXAMPLE: Describe specific work experience, training, and accomplishments which demonstrates your ability to establish a system to review, analyze, and monitor assigned progress in achieving strategic

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FOR ADDITIONAL INFORMATION CONTACT <b>Robin Avent</b>		Email: <b>RAA</b> Mail Stop: <b>T2D32</b>		TELEPHONE	AREA CODE <b>301</b>	NUMBER <b>415-7018</b>
SEND APPLICATION MATERIALS TO:						
<input checked="" type="checkbox"/> Human Resources Executive R. Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011		

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DUTIES OF POSITION - CONTINUED

Performance Report. Also responsible for assisting in the production of budget documents including internal budget to the Commission, submission to the Office of Management and Budget, and submission to Congress.

RATING FACTORS - CONTINUED

goals, strategies, program objectives, and performance targets; experience participating in projects directed at rapid problem solving, data collection, analysis, and recommendations for senior management; ability to coordinate the development of performance measures which assure a continuing linkage between operations, products, and services; and ability to monitor and advise on the processes through which measures are established to assess accomplishments against strategic objectives. Explain ability to comprehend interrelated programs which support an extremely broad and complex organization's strategic objectives. Describe your knowledge of strategic planning theory and processes, and performance measurements concepts and systems.)

2. Knowledge of and experience in program planning and in the Federal government budget formulation including laws, regulations, and OMB circulars governing Federal budgeting and appropriation of Federal funds, and the Government Performance and Results Act.

(EXAMPLE: Describe specific experience, training, and developmental assignments which demonstrate your knowledge of and ability to interpret, analyze, and apply the various Federal laws (e.g., Government Performance and Results Act), OMB directives, GAO and Treasury regulations related to Federal budget formulation. Provide examples of work assignments which have required you to understand and apply the principles of the Government Performance and Results Act. Describe the type, scope, and complexity of budget and financial activities you have participated in. What were your duties and financial activities you have participated in? Provide specific examples and accomplishments.)

3. Demonstrated ability to analyze, interpret, and summarize complex budgetary and program information (outputs, outcomes, milestones, etc.).

(EXAMPLE: Describe your specific work experience and accomplishments analyzing, interpreting, and summarizing complex budgetary and financial information. Describe the purposes, complexity, and results of your analyses.)

4. Demonstrated skill in presenting information, ideas, and advice in a clear, concise, and logical manner, both orally and in writing.

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RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific experience, training, and accomplishments which demonstrate your ability to communicate budgetary and program information, both orally and in writing. Describe the types of oral presentations or briefings you have made, to whom, and for which purposes. Describe the type of original writing you routinely generate (e.g. memoranda, letters, reports). What type of financial reports, summaries, or presentations have you prepared? Describe specific situations that required you to provide budgetary and financial advice and guidance to management and staff.)

5. Demonstrated ability to establish and maintain effective work relationships with management and staff, coworkers, and personnel of other government agencies.

(EXAMPLE: Describe the various types and levels of individuals you routinely interact with and for what purposes. Describe instances that required you to use tact, diplomacy, and negotiation skills to achieve cooperation and develop consensus. Describe your accomplishments developing and implementing successful approaches to solve problems and resolve conflicts. Provide examples of specific assignments which required you to work within a team environment. What was your role?)

**NOTE:**

Breadth, recency and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME, SF-171, OR OF-612, STATEMENT ADDRESSING RATING FACTORS, AND YOUR MOST RECENT PERFORMANCE APPRAISAL TO:

U.S. Nuclear Regulatory Commission  
Office of Human Resources  
ATTN: Robin Avent Mail Stop: T-2D-32  
Washington, DC 20555

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF YOUR MOST RECENT SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF

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RATING FACTORS - CONTINUED

CONTINUOUS ACTIVE SERVICE MAY APPLY. VETERANS MUST SUBMIT A DD-214 OR OTHER ACCEPTABLE EVIDENCE AS PROOF OF VETERAN STATUS.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.